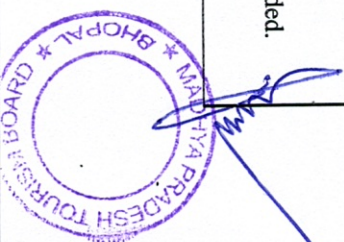


REQUEST FOR PROPOSAL FOR SELECTION OF CREATIVE AND EVENT AGENCY FOR ORGANIZING “Orchha Cultural Festival”

Date- 02nd November 2019

Pre-Bid Queries and Answers

S.No.	RFP Reference and Provision	Tender Clause	Query / Suggestion	Authority Response
1	Clause 1.4 Scope of Work, Point No. 1.4.1	The Agency Shall be responsible for arrangement of venue/ venues as per the Requirement of the 3 Day Festival.	How the Costing of Venue will be Quoted.	Clause Amended.
2	Schedule of Bidding Process of Selection of Creative and Event Consultants for Organization & Production of Orchha Cultural Festival”	-----	Submission Date for the RFP Should be Extended as there is less time between Prebid meeting and Submission Date.	No Change.
3	Clause no. 1.4 Scope of Work 1.4.14 Digital Marketing and Promotion, Sub clause (C) and (E)	(C). Paid Digital Promotion (E). Arrangement for Influencers	Cost for both the clauses should be exclusive of BoQ.	Accepted.
4	Clause No. 2.2 Eligibility of Bidders	The bidder should have an annual average turnover of Rs. 25.00 Crores certified by chartered accountant during last 3 (three) financial years.	Asked Annual Turn over is very High Agencies with lesser Turnover should be Allowed.	Clause Amended.
5	Clause 2.2 Eligibility of Bidders Pont no. 7	The bidder or partners in a consortium must have successfully completed minimum 05 projects for content development for M.P State Government Departments.	Clause Should be Removed / Amended.	No Change.
6	Clause No. 6.0 Fee Payment Structure Sub Clause No. 1	Sub Clause No. 1 Payment Structure. (Stage Wise)	Clause should be amended to release 70% of Amount before the Festival. .	Clause Amended.



MADHYA PRADESH TOURISM BOARD

**ADDENDUM TO THE
REQUEST FOR PROPOSAL (RFP)**

**Selection of Creative and Event Agency for Organizing
“Orchha Cultural Festival”**



**ADDENDUM TO THE
REQUEST FOR PROPOSAL (RFP)**

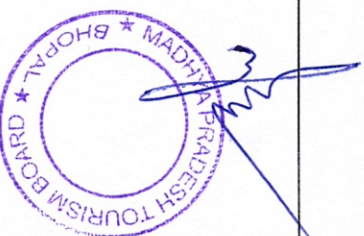
SELECTION OF CREATIVE AND EVENT AGENCY FOR ORGANIZING "ORCHHA CULTURAL FESTIVAL"
FOR
Tender Reference No. 4593, Tender ID No. – 2019_MPTB_59870, Bhopal, Dated: 25/10/2019

**THE FOLLOWING ARE THE MODIFICATIONS TO THE REQUEST FOR PROPOSAL
THE DELETIONS FROM THE EARLIER TEXT OF THE REQUEST FOR PROPOSALS ARE INDICATED AS STRIKETHROUGHS
AND THE ADDITIONS ARE BOLD AND UNDERLINED.**

Sl. No.	Clause No.	Provision of the Request for Proposals																																											
(i)	Clause no. 1.3 Point No. 1.3.1 Tentative Schedule of Festival	Point no. of Clause no. 1.3.1																																											
		<table><tr><th>S. No</th><th>Date</th><th>Program</th><th>Place</th></tr><tr><td>1.</td><td>Day 1</td><td>Inaugural Cultural Program</td><td>Venue 1</td></tr><tr><td>2.</td><td>Day 2</td><td>Dinner Official inaugural function</td><td>Venue 2 Venue 3</td></tr><tr><td>3.</td><td>Day 2</td><td>Business Session</td><td>Venue 3</td></tr><tr><td>4.</td><td>Day 2</td><td>Lunch</td><td>Venue 3</td></tr><tr><td>5.</td><td>Day 2</td><td>Cultural Program</td><td>Venue 4</td></tr><tr><td>6.</td><td>Day 2</td><td>Music Program (min. 2 Hrs)</td><td>Venue 5</td></tr><tr><td>7.</td><td>Day 2</td><td>Dinner</td><td>Venue 6</td></tr><tr><td>8.</td><td>Day 3</td><td>Knowledge Session / Workshops</td><td>Venue 7</td></tr><tr><td>9.</td><td>Day 3</td><td>Dinner</td><td>Venue 8</td></tr></table>	S. No	Date	Program	Place	1.	Day 1	Inaugural Cultural Program	Venue 1	2.	Day 2	Dinner Official inaugural function	Venue 2 Venue 3	3.	Day 2	Business Session	Venue 3	4.	Day 2	Lunch	Venue 3	5.	Day 2	Cultural Program	Venue 4	6.	Day 2	Music Program (min. 2 Hrs)	Venue 5	7.	Day 2	Dinner	Venue 6	8.	Day 3	Knowledge Session / Workshops	Venue 7	9.	Day 3	Dinner	Venue 8	<p>Point no. 1.4.1 (Venue) of Clause 1.4 Scope of Work is revised as under: -</p> <p>The Agency Shall be responsible for arrangement of venue/ venues as per the Requirement of the 3 Day Festival. <u>The cost of venue would be the Total cost of all expenses including production / Fabrication cost as detailed out in Clause 1.3.1 (Tentative schedule of Festival). Minimum 6 venues for all the events as per Clause no. 1.3.1 are to be utilized for the 3-Day Festival. In case of any additional venue it has to be mentioned in the presentation by Agency.</u></p>		
		S. No	Date	Program	Place																																								
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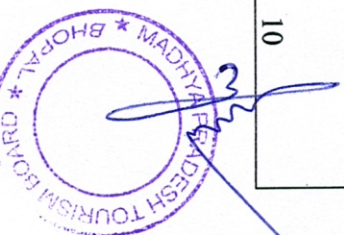
(iii)	Clause 6.0 Fee Payment Structure Point No. 6.1	<p>6.1 Payment will be made to the agency as per following schedule:</p> <p>a. Payment of 10% <u>20%</u> of the total amount will be made as mobilization advance.</p> <p>b. Payment of further 30% <u>25%</u> of the total amount will be made on successful Completion of Roadshows, Creation of Social Media Handles & Creation of Microsite for the Festival.</p> <p>c. Payment of further 30% <u>25%</u> of the total amount will be made on successful completion of Orehha Cultural Festival and clearing of the site. <u>Two (2) Week Before the Event. After Submission of Proposed Venue and Delegate List.</u></p> <p>d. Payment of balance 30% of the value of the project will be made after receiving completion report & Films & Other Deliverables as per Scope of Work.</p>
(iv)	Clause 2.2 Eligibility of Bidders Financial eligibility	<p>Financial eligibility: The bidder should have an annual average turnover of INR 25-00 Crores <u>INR 15.00 Crores</u> certified by chartered accountant during last 3 (three) financial years ending 31.03.2019 (2016-17, 2017-18 and 2018-19). For the financial year 01.04.2018-31.03.2019, if up to the tender submission date, audited balance sheet is not available, a provisional document may be submitted.</p>
(v)	1.4.17 Miscellaneous	<p>Agency shall be responsible for all necessary arrangements pertaining to the business session/<u>Knowledge session / Workshops etc.</u></p>
(vi)	Clause 3.3 Short Listing of Bidders	<p>Revised Marking is mentioned Below;</p>



3.3 Revised Short listing of Bidders.

- The Bidder shall be shortlisted on the basis of scoring obtained.
- The minimum qualifying marks shall be 70 out of 100 marks.
- The segregation of marks shall be as follows:

Sr.No.	Subject description	Requirements	Marks
A	Bid evaluation		50
1	Sectoral & Financial Capabilities	<p>The bidder should have an annual average turnover of Rs. 15.00 Crores certified by chartered accountant during last 3 (three) financial years ending 31.03.2019 (2016-17, 2017-18 and 2018-19). (for last year, provisional turnover document may be submitted) Rs.15.00 Cr. – 15 marks For each addl. Rs.1.00 Cr. – 1 mark, max – 5 marks</p> <p>The bidder or partners in a consortium must have successfully completed minimum 05 projects for content development for M.P State Government Departments. Five 5 Projects - 5 Marks Any Additional Project – 3 Marks per Project, Max 15 Marks.</p> <p>The agency must have successfully completed at least three similar event of project cost of minimum 1.5 Crore during the 5 years preceding the proposal due date.</p> <p><u>3 Events</u> – 10 marks</p>	<p>20</p> <p>20</p> <p>10</p>



B Presentation on proposal		50
1	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment, the technical approach, and the methodology that would be adopted for implementing the tasks. (15 marks)
2	Concept, Design for the mandatory components	Concept and Ideas for Identity of the festival and for each individual event with first level designs. (15 marks)
3	Innovative ideas for value addition in guest's and tourist's festival Experience, or ideas to enhance local community/ resources.	The applicant shall propose unique value adding components to the project that enhance the guest and tourist experience. These can be ideas for improving defined events or additional ideas around the overall festival. (20 marks)
		15
		20



Instructions for filling BOQ

1. Download Microsoft Excel file "BOQ_70184". Save it on desktop, rename it. Don't use Space and special character in file name. Only - are allowed in file name.
2. Enable the Macros (Enable editing, Enable Content)
3. Fill the name of Bidder/ Bidding firm / Company
4. Fill rate per unit in Column M. Fill into cells that are light blue in color and do not leave any light blue cell empty in Column M.
5. Click on "Validate" button on the top. In a properly filled sheet it will not show any errors.
6. Save the file. Depending on the version of MS Excel you are using, it may prompt with a window "Microsoft Excel - Compatibility Checker" - Click on "Continue"
7. Close the file and exit Microsoft Excel. While exiting it may again ask to save the file and prompt for "Microsoft Excel - Compatibility Checker" - Click on "Continue".

